



STANDARDS OF APPRENTICESHIP
adopted by

SNOHOMISH COUNTY P.U.D. NUMBER 1 APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
LINEMAN		821.261-014	6000 HOURS
LINEMAN (APPRENTICES REGISTERED AFTER AUGUST 1, 1990)		821.261-014	7000 HOURS
MAINTENANCE MECHANIC		899.281-014	6000 HOURS
METERMAN		729.281-014	6000 HOURS
SYSTEM DISPATCH		952.167-010	5000 HOURS
TREE TRIMMER		408.664-010	4000 HOURS
UTILITY MECHANIC		620.281-050	8000 HOURS
UTILITY WIREMAN		829.281-014	6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Initial Approval

JANUARY 16, 2004
Committee Amended

JANUARY 16, 2004
Standards Amended (review)

JULY 16, 2004
Standards Amended (administrative)

By: PATRICK WOODS
Chair of Council

By: LAWRENCE CROW
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

WHENEVER WORDS DENOTING THE MASCULINE GENDER ARE USED IN THIS AGREEMENT, THEY ARE INTENDED TO APPLY EQUALLY TO EITHER GENDER.

The following Standards for the development of apprentices have been prepared by the International Brotherhood of Electrical Workers, Local No. 77, and the Snohomish County P.U.D. No. 1. When approved by and registered with the Registration Agency, these Standards will govern the training of apprentices in this industry.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may

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use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be all of Snohomish County and Camano Island with headquarters in Everett, Washington

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **Applicants for apprenticeship shall be at least eighteen (18) years of age.**
- Education: **All applicants shall be high school graduates or the equivalent and be able to meet the requirements of the trade.**
- Physical:
- A. All candidates must meet the medical standards adopted by the Committee for the trade for which they apply.**
 - B. All candidates must meet the fitness requirements adopted by the Committee for the trade for which they apply.**
- Testing:
- A. All applicants will be scheduled for an Assessment of Interest and Aptitudes.**
 - B. All lineman apprentice candidates will be required to satisfactorily complete a pole yard climbing training course.**
 - C. Successfully complete math assessment at the following levels - Lineman, basic high school math; Wireman, basic high school math; Meterman, high school algebra.**
 - D. Successfully complete oral interview with the sub-committee.**
- Other: **N/A**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

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Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Apprentices shall be selected as follows:

The District shall post notices for testing for apprenticeship as needed annually, except System Dispatcher I apprenticeship notices for testing which shall be posted as needed for each new position anticipated.

Apprentice applicants will be scheduled for an Assessment of Interest and Aptitudes. Applicants will be notified of the assessment results by the Manager of Apprenticeship.

Successful applicants will be placed in an apprenticeship candidate pool by the Joint Apprenticeship and Training Committee according to unit seniority, then district seniority.

Candidates may select the apprenticeship program they are interested in or remain eligible for the first available apprenticeship if deemed qualified by the Apprenticeship Committee. Candidates must submit a letter of intent indicating the apprenticeship program for which they are applying to the Joint Apprenticeship and Training Committee.

Apprenticeships will be offered as they become available. Candidates that are unable to successfully complete required testing or decline an apprenticeship when offered, shall be placed at the bottom of the pool list.

Lineman apprentice candidates must successfully complete a pole yard climbing training course to be accepted into the program.

When an apprenticeship is offered, candidates must successfully pass the medical exam and physical abilities test to be accepted into the program.

B. Equal Employment Opportunity Plan:

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- 1. The amount of credit for previous work experience shall be determined by the Apprenticeship Committee after a careful review of the merits of each case.**
- 2. Participate in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.**
- 3. Cooperation with local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**
- 4. Utilization of journey-level workers to assist in the implementation of the Sponsor's affirmative action program.**
- 5. Granting advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- A. Linemen - Not less than three (3) years or 6,000 hours of reasonably continuous employment for apprentices registered prior to August 1, 1990, and three and one half (3 1/2) years or 7000 hours for apprentices registered on or after that date.**
- B. Maintenance Mechanic - Not less than three (3) years or 6000 hours of reasonably continuous employment.**
- C. Meterman - Not less than three (3) years or 6000 hours of reasonably continuous employment.**
- D. System Dispatch - Not less than two and a half (2 1/2) years or 5000 hours of reasonably continuous employment.**

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- E. Tree Trimmer - Not less than two (2) years or 4000 hours of reasonably continuous employment.**
- F. Utility Mechanic - Not less than four (4) years or 8000 hours of reasonably continuous employment.**
- G. Utility Wireman - Not less than three (3) years or 6000 hours of reasonably continuous employment.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

- A. Lineman: First 1000 hours of employment.**
- B. Maintenance Mechanic: First 1000 hours of employment.**
- C. Meterman: First 1000 hours of employment.**
- D. System Dispatch: First 1000 hours of employment.**
- E. Tree Trimmer: First 800 hours of employment.**
- F. Utility Mechanic: First 1000 hours of employment.**
- G. Utility Wireman: First 1000 hours of employment.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

- A. **Lineman**: The ratio of apprentices to journey-level workers shall not be more than one (1) apprentice to every two (2) journey-level workers, providing however, that every headquarters may have at least one (1) apprentice.
- B. **Utility Wireman and Meterman**: Employers employing one (1) or more journey-level meterman and utility wireman shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.
- C. **Maintenance Mechanic**: Employers employing one (1) or more journey-level maintenance mechanic shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.
- D. **System Dispatch**: Employers employing one (1) or more journey-level system dispatch shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.
- E. **Tree Trimmer**: Employers employing one (1) or more journey-level worker tree trimmer shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.
- F. **Utility Mechanic**: Employers employing one (1) or more journey-level utility mechanic shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

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The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Lineman (Apprentices Registered Prior to August 1, 1990)

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	74
2	1000 hours	77
3	1000 hours	80
4	1000 hours	84.5
5	1000 hours	88
6	1000 hours	95

Lineman (Apprentices Registered on or after August 1, 1990)

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	74
2	1000 hours	77
3	1000 hours	80
4	1000 hours	84.5
5	1000 hours	88
6	1000 hours	91
7	1000 hours	95

Maintenance Mechanic:

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	86.
2	1000 hours	87
3	1000 hours	89
4	1000 hours	91
5	1000 hours	93
6	1000 hours	95

System Dispatch:

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	85
2	1000 hours	88

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3	1000 hours	92
4	1000 hours	96
5	1000 hours	97

Tree Trimmer:

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	65
2	1000 hours	75
3	1000 hours	80
4	1000 hours	90

Utility Mechanic:

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	86.1
2	1000 hours	87.9
3	1000 hours	89.5
4	1000 hours	92
5	1000 hours	93
6	1000 hours	94.6
7	1000 hours	96.3
8	1000 hours	98

Utility Wireman and Meterman:

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	74
2	1000 hours	77
3	1000 hours	80
4	1000 hours	84.5
5	1000 hours	88
6	1000 hours	95

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. <u>Lineman:</u>	<u>Approximate Hours</u>
(Apprentices Registered before August 1, 1990)	
1. Poles, arms and guys.....	2000
2. Conductors and insulators, switches and cutouts and other protective devices	2000
3. Transformers.....	800
4. Service drops and meters	300
5. Rotation and phasing.....	200
6. Safety meeting, care and inspection of safety equipment.....	200
7. Miscellaneous.....	500
TOTAL HOURS:	6000

<u>Lineman:</u>	<u>Approximate Hours</u>
(Apprentices Registered on or after August 1, 1990)	
1. Poles, arms and guys.....	2000
2. Conductors and insulators, switches and cutouts, and other protective devices	2000
3. Underground	1000
4. Transformers.....	800
5. Service drops and meters	300
6. Rotation and phasing.....	200

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- 7. Safety meeting, care and inspection of safety equipment.....200**
- 8. Miscellaneous.....500**

TOTAL HOURS: 7000

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B. <u>Maintenance Mechanic:</u>	<u>Approximate Hours</u>
1. Basic Electricity AC-DC Wiring.....	500
2. Architecture and Blueprints	500
3. Carpentry.....	750
4. Pipe fitting and refrigeration	550
5. Principles of HVAC	750
6. Control Wiring.....	250
7. Roofing and painting	500
8. Cabinet making	500
9. Gas and arc welding	500
10. Small motors.....	250
11. Safety meetings, care & inspection of safety equipment	200
12. Miscellaneous.....	750
TOTAL HOURS:	6000

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C. <u>Meterman:</u>	<u>Hours</u>
1. Numbering, testing and calibrating watt-hour meters.....	1500
2. Entering meter test data on required form	200
3. Testing voltmeter and other electrical instruments.....	500
4. Repairing, reconstructing, cleaning and painting electrical meters	1500
5. Wiring and checking on meter installations.....	500
6. Testing meters on customers' premises.....	400
7. Investigating customers' complaints	400
8. Checking loads and demands.....	300
9. Installing and removing meters	200
10. Maintenance of demand measurements devices and reading meters, resetting demand registers and charging demand charts.....	500
TOTAL HOURS:	6000

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D. <u>System Dispatch:</u>	<u>Approximate Hours</u>
1. Communication procedures, dispatch office familiarization, dispatch boards, forms, logs, and miscellaneous, & emergency work procedures	900
2. SCADA (introduction), safety laws & tagging procedures, calculations & formulas, and switching, procedures	900
3. SCADA (general) Jackson Powerhouse & Dam substation operation, and underground	900
4. SCADA (operation), Centralia Plant, voltage equipment, and protection equipment	900
5. Load management, storm operations, and foreign utilities coordination	900
6. Miscellaneous.....	500
TOTAL HOURS	5000

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E. <u>Tree Trimmer:</u>	<u>Approximate Hours</u>
1. Electrical safety, rules and definitions basic electrical theory, electrical equipment, and line identification	500
2. Principles of arboriculture, biology of trees, trees of Washington, timber falling practices, tree trimming standards, and right of way clearing.....	750
3. Safe work practices, use of equipment, work clearances, knots and rigging, climbing practices, aerial manlift equipment, safety meetings, care and inspection of safety equipment	2000
4. Miscellaneous.....	750
TOTAL HOURS:	4000

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F. <u>Utility Mechanic:</u>	<u>Hours</u>
1. Power plants-gas and diesel various systems, tune-up, and troubleshooting.....	500
2. Brakes-air and hydraulic various systems, reline and adjustment	600
3. Chassis-light and heavy duty frame, steering, suspension	800
4. Transmissions-manual and automatic clutches linkage, shift controls, and power takeoffs.....	1000
5. Rear-end assembly (light and heavy-duty) differential, universal joints, drive lines, 2-speed shift assemblies	900
6. Electrical systems-12 and 110-volt wiring diagrams, lighting, charging, starting, gauges, batteries, and power systems	1000
7. Hydraulic systems	850
Hose assembly, trouble-shooting, testing, and repairing	
8. Metal fabrication.....	850
Welding (gas and electric) multi-position, wire feed, burning, lay-out, and fabricating.	
9. Safety subjects	500
Safety meeting importance, care and inspection of both personal and district safety equipment, one tour as safety chairman.	
10. Miscellaneous.....	1000
Shop procedure, parts ordering, tire repairing, responsibility levels, trouble-shooting, and repair practices.	
TOTAL HOURS:	8000

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G. <u>Utility Wireman:</u>	<u>Approximate Hours</u>
1. Power transformers, voltage regulators (station class and pole type), current transformers and potential transformers; theory of operation, testing procedures, maintenance and repair and control functions	2000
2. Blueprint reading.....	500
3. Instrument repair.....	250
4. Supervisory control, operation and troubleshooting.....	100
5. Air-oil vacuum circuit breakers (distribution and power), installation, operation and maintenance.....	1000
6. Protective relaying; principles of operation, maintenance and repair	250
7. High voltage switches.....	300
8. Metal clad switchgear; controls, troubleshooting, commissioning procedures	800
9. Batteries and miscellaneous substation maintenance, welding and incidental repairs.....	500
10. Oil testing and handling, spill procedures	100
11. Heavy equipment signaling and safety.....	200
TOTAL HOURS:	6000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☐ Supervised field trips
- ☐ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☐ Training trust
- ☐ Other (specify):

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. In case of failure on the part of any apprentice to fulfill their obligation as to school attendance, the Apprenticeship Committee shall have the authority to suspend or revoke his/her Agreement. All parties participating under the Apprenticeship Standards agree to abide by any such determination of the Apprenticeship Committee.**
- B. The Apprenticeship Committee recommends that the courses for the apprentices be limited to those who are actually apprentices to the trade in accordance with these Standards.**
- C. Such related instruction will not be classed as hours of work.**
- D. Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

Disciplinary Procedures:

Disciplinary action will be taken when an employee engages in a practice which is inconsistent with the districts published employee rules of conduct or ordinary, reasonable, common sense rules of conduct necessary to the welfare of

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the district and its employees. Rehabilitative disciplinary action should be taken when an employee's work performance is considered unsatisfactory. The objective of disciplinary action is one of control and how best to guide employees in the performance of their duties in a manner consistent with the efficient operation of the district and to achieve correction and avoid recurrence.

Reasons for Disciplinary Action: (For details see Procedure Manual, PER 13-0, also see paragraphs 2.4, 2.4.1, and 6.3.4 of the Collective Bargaining Agreement.)

1. Dishonest or fraudulent acts against the district or fellow workers.
2. Not reporting accidents.
3. Consumption of alcoholic beverages, narcotics or other intoxicants on the job.
4. Insubordination.
5. Improper absence from work.
6. Misuse, damaging or destroying property.
7. Horseplay, fighting, abusive or obscene language, or immoral conduct.
8. Garnishment of wages from three (3) or more creditors in any continuous twelve (12) month period.
9. Smoking in restricted areas.
10. Unsatisfactory work performance and negligence.
11. Other employment while on leave of absence.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

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Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

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A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/eForms> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

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- Program name
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and

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conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

The Snohomish County Public Utility District No. 1 Apprenticeship Committee shall be composed of equal representation from District and Union. Selection of these individual members will be made by their respective organizations.

The employer representatives shall be:

**Cynthia L. Wellman, Secretary
PO Box 1107
Everett, WA 98206-1107**

**Dave Roberts
PO Box 1107
Everett, WA 98206-1107**

**Roger Bauer
PO Box 1107
Everett, WA 98206-1107**

**Frank Koty
PO Box 1107
Everett, WA 98206-1107**

**Dale Sindelar
PO Box 1107
Everett, WA 98206-1107**

The employee representatives shall be:

**John J. Dinneen, Chairman
PO Box 1107
Everett, WA 98206-1107**

**Brad Kime
PO Box 1107
Everett, WA 98206-1107**

**Bill Larsen
PO Box 1107
Everett, WA 98206-1107**

**Robert M. Williams
PO Box 1107
Everett, WA 98206-1107**

**Ron Gross
PO Box 1107
Everett, WA 98206-1107**

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

LINEMAN:

Employer Representatives:

**Chuck Thurman
PO Box 1107
Everett, WA 98206-1107**

**Scott Faries
PO Box 1107
Everett, WA 98206-1107**

Employee Representatives:

**Brad Kime
PO Box 1107
Everett, WA 98206-1107**

**John J. Dineen
PO Box 1107
Everett, WA 98206-1107**

ENERGY CONTROL CENTER:

Employer Representatives:

**Brian Cobb
PO Box 1107
Everett, WA 98206-1107**

Employee Representatives:

**Bill Larsen
PO Box 1107
Everett, WA 98206-1107**

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METER:

Employer Representatives:

**Dale Sindelar
PO Box 1107
Everett, WA 98206-1107**

Employee Representatives:

**Bob Williams
PO Box 1107
Everett, WA 98206-1107**

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Jeanette Collins
P.O. Box 1107
Everett, WA 98206-1107**